

# U.S.D.A. RECEIVING REPORT

<b>Due:</b> <u>Five (5) working days from acceptance of shipment</u>		
<b>Return to:</b>	AZ Department of Education CNP – Food Distribution Program 1535 West Jefferson Street – Bin 7 Phoenix, AZ 85007 (602) 542-8721 (Phone) (602) 542-3818/1531 (FAX)	<b>Purchase Order #:</b> _____  <b>Warehouse Product Code #:</b> _____
<b>A. Incoming Shipment Data:</b>		
<b>Commodity Description:</b>	<b>Commodity Code Number:</b>	
<b>DO Number:</b>	<b>ND Number:</b>	
<b>Vendor:</b>	<b>Shipper:</b>	
<b>B. Unloading Information</b> ( <i>attach <u>original</u> inspection certificates and <u>all original</u> shipment documentation</i> ):		
<b>Date called for Delivery Appointment:</b>	<b>Contact:</b>	
<b>Scheduled Delivery Date:</b>	<b>Scheduled Delivery Time:</b>	
<b>Time Unloading Started:</b>	<b>Time Unloading Finished:</b>	
<b>Truck/Car Number:</b>	<b>Date Rail Sided:</b>	
<b>Temp Inside Car/Trailer:</b>	<b>Pack Dates:</b>	
<b>Seal Number(s):</b>	<b>Condition of Seal(s):</b>	
<b>Load Condition:</b>		
<b>C. Inventory Accepted:</b>		
<b>Amount Received:</b>	<b>Pounds</b>	<b>Cases</b>
<b>Amount Over/Short:</b>	<b>Pounds</b>	<b>Cases</b>
<b>Amount Damaged and Refused:</b>	<b>Pounds</b>	<b>Cases</b>
<b>Amount Accepted into Inventory:</b>	<b>Pounds</b>	<b>Cases</b>
<b>Date Shipment Actually Received:</b>		

\_\_\_\_\_  
(Receiving Agency Name)

\_\_\_\_\_  
(Signature of Representative)

\_\_\_\_\_  
(Date Report Completed)

## INSTRUCTIONS

The *U.S.D.A. Receiving Report* is evidence of receipt of U.S.D.A. Donated Food; condition and quantity. Return the completed report within five (5) working days to the address listed on the report.

All applicable data must be shown on the Receiving Report.

### A. INCOMING SHIPMENT DATA

Commodity Description:

Commodity Code Number

DO Number:

ND Number:

Vendor: Source of shipment

Shipper: Carrier's name

### B. UNLOADING INFORMATION:

**Attach original inspection certificates, weight and shipment documentation to this report.**

Time Unloading Started and Finished: Time and date

Truck/Rail Car Number: Complete truck or rail car number

Date Rail Sided: Time and date (applies to rail shipments only)

Temperature inside trailer or rail car: Indicate temperature inside of truck/rail car in Celsius or Fahrenheit

Pack Dates: Date Stamped on cases/bags received

Seal Numbers: List complete number of the seal

Condition of Seals: Intact or broken

Load Condition: Condition of load when arrived; packaging condition, etc.

### C. INVENTORY ACCEPTED:

The quantity (units and/or pounds) received; quantity over or shorted; quantity damaged; quantity refused; quantity actually accepted into inventory.

Date the shipment was actually received by your company or contracted receiving agency.